

# Vendor Service Contract Offer

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to extend this offer for a vendor service contract between [Your Company Name] and [Vendor Company Name]. The following outlines the terms and conditions of the proposed agreement:

## 1. Services Offered

[Describe the services to be provided by the vendor]

## 2. Duration of Contract

The contract will commence on [Start Date] and will continue until [End Date], unless terminated earlier as per the terms outlined in this agreement.

## 3. Compensation

[Specify the payment terms, amount, and frequency]

## 4. Confidentiality

Both parties agree to maintain confidentiality regarding all proprietary information exchanged during the term of the contract.

## 5. Acceptance

Please sign and return a copy of this letter by [Acceptance Deadline] to indicate your agreement to the terms outlined herein.

We look forward to establishing a successful working relationship with [Vendor Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]